



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/30/1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 5 1974	Application No. 74-199 JUL 3 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Office of Planning & Research, Site Planning Section 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Mr. Melvin Wolfe	5. Working Title Cartiographic Drft.
		6. Tel. No. 656-5685	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1938-date	9. Exact Series Title SITE PLAN MAP FILE
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10. What is the function of the office in which this record series is created?

The Office of Planning and Research is responsible for providing planning assistance and policy coordination for the department in the areas of historic preservation, special projects, land acquisition, and site, recreation, and resource planning.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the preparation of master site plans on all areas under jurisdiction of the Department. The effort is directed primarily at proposed and existing state park and heritage trust sites.

Included are: original site planning maps; vegetation, soils, stable base, and USGS lithograph maps; and miscellaneous planning maps related to the function of the unit.

File is arranged: alphabetically by site.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
Map File drawers	55			This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	20			

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

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13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [X] []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? (see # 24) [X] []

24. REQUIREMENTS. The following requires the files to be kept permanently,

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Record series must be retained permanently in current files area for reference and updating purposes. See item 25 for disposition.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Hold in current files area until maps have been revised or obsolete, then deposit in State Archives for permanent retention.

Rationale:

Maps become obsolete when boundry lines or proposed boundry changes require a comprehensive revision of an entire map. The original is then obsolete.

Record Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>John Neam</i>	5/30/74	<i>William M. Dixon</i>	5/31/74
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [] Disapproved	<i>William M. Dixon</i>	7-1-74
	State Auditor/Designee [X] Approved [] Disapproved	<i>Carroll Hart</i>	6-27-74
	Secretary of State/Designee [X] Approved [] Disapproved	<i>W. B. T. H. Shell</i>	7-2-74
	Attorney General/Designee [X] Approved [] Disapproved		

STATE RECORDS COMMITTEE